

January 2014
County Clerks

Re: Required Reporting to Guardianship Certification Board for Calendar Year 2013

County clerks are required to report information only on private professional guardians to the GCB. The reporting requirements are the same as for calendar years 2011 and 2012. No information is reported on guardianship programs as of September 1, 2009. No information on the Department of Aging and Disability Services is reported as of September 1, 2007. In addition, county clerks are no longer required to submit information on private professional guardians to the Health and Human Services Commission.

To assist you in determining if an entity is a local guardianship program, as opposed to a private professional guardian, a list of local programs is posted on the [Board's website](#). A summary of current reporting requirements is also available on the website, along with a reprint of an article regarding reporting to the GCB that appeared in the fall 2012 clerks' newsletter. Please visit the Reporting section, www.txcourts.gov/gcb/reporting.asp for this information.

Texas Estates Code § 1104.306 [formerly Probate Code § 697(e)] requires the clerk to submit the names and business addresses of all registered private professional guardians to the Board no later than January 31 for the preceding calendar year. Information regarding annual registration by private professional guardians is found in Texas Estates Code § 1104.302-304 [formerly Probate Code § 697(a) - (c)].

You may download forms from the [Board's website](#), noted above, to use to provide the required information. If there are no private professional guardians registered in your county, please indicate that on the form. Please submit the required information to my attention at the e-mail address or post office box address shown on the form; e-mail submission is preferred.

If you have any questions, or if I may be of assistance to you, please contact me. My direct number is 512/475-2873, and my e-mail address is lesley.ondrechen@txcourts.gov.

Lesley Martin Ondrechen
Director, Guardianship Certification Program